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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

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1940 Agricultural Conservation Program

North Central Region

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INSTRUCTIONS FOR PREPARATION AND USE  
OF FORM ACP-95 AND RF-16

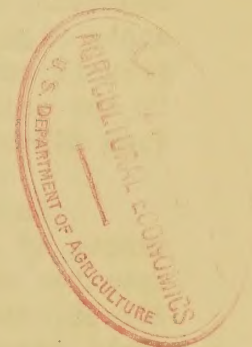
General Instructions

Form ACP-95, Combination Farm Share Agreement, will be used by farmers for the purpose of requesting combination of tracts of land to be considered as one farm in connection with the 1940 Farm Program. No combination of tracts of land may be approved by the county committee unless a request for such combination is made on Form ACP-95 before May 1, 1940. At the time of approval of a Form ACP-95 by the county committee, RF-16, Record of ACP-95 Combination, shall immediately be prepared, in accordance with the instructions contained herein. Copies of RF-16 shall be used in place of the combination listing sheet heretofore used as a record of combined farms.

Form ACP-95 may be used in connection with the 1940 Agricultural Conservation Program for two purposes. The first purpose is to request that separately owned tracts of land which are operated by one person be combined and regarded as one farm. In order for separately owned tracts to be combined and regarded as one farm:

1. All of the tracts must be adjacent or nearby.
2. There must be one crop rotation system on the entire acreage of land to be included in the farm.
3. The yields and productivity of the differently owned tracts must not vary substantially.
4. The combination of separately owned tracts of land must not be for the purpose of increasing acreage allotments or primarily for the purpose of effecting performance.
5. The separately owned tracts must constitute all or a part of one farming unit for the operator and be regarded as such in the community in 1940.

The second purpose of Form ACP-95 is to request that tracts of





land owned by one person and operated by one person be combined and regarded as one farm. This situation is most likely to arise when a person purchases part or all of a farm between the date of determination of allotments and May 1, 1940, and desires to combine such land with another tract and operate the combined farm as one unit.

An agreement should be reached by all persons who have an interest in the soil-depleting crops on the farm as landlord, tenant, or sharecropper, (including the operator of a field-rented tract) as to the percentage share for each such person of the net payment or net deduction computed for the farm with respect to general crops and individual soil-depleting acreage allotments. The percentage share agreed upon shall be applicable to all crops with respect to which a payment or deduction may be computed. Such percentage share shall represent the contribution of each person to the performance for which such net payment or deduction is computed. The county committee shall not make an independent determination with respect to the percentage shares to be entered on form ACP-95; however, the persons signing Form ACP-95 may be advised by the county committee that such percentage shares may be determined on the basis of their respective shares in the crops to be grown, the allotments established for the farm, or upon any other related data. If an agreement is reached and the percentage shares agreed upon are entered in Section II of Form ACP-95, all persons who have an interest in the soil-depleting crops on the farm as landlord, tenant, or sharecroppers, (including the operator of a field-rented tract) must sign Form ACP-95 before such form can be approved by the county committee.

If all persons who have an interest in the soil-depleting crops on the farm as landlord, tenant, or sharecropper, (including the operator of a field-rented tract) are unable to agree upon a division among themselves, no percentage shares should be entered in Section II of Form ACP-95, and such persons should be advised that the net payment or deduction computed for the farm with respect to general crops and individual soil-depleting acreage allotments will be divided upon the basis of each person's right to share in a crop with respect to which a payment or deduction is computed. In such cases, only those persons who have an interest in the soil-depleting crops on the farm as landlord or tenant must sign Form ACP-95 before such form can be approved by the county committee.

In each instance in which the persons interested in the crops on tracts of land located in different counties and listed in their respective county offices seek to combine such tracts by completing Form ACP-95, the county committees in counties in which the tracts are located shall determine which county committee is to make the combination and certify applications for payment with respect to the combined farm. The location of the homestead of the operator shall be the deciding factor in this determination. If the proposed combination is acceptable and the determination is made as to which committee will handle the combination, other interested committees shall submit the information necessary to complete Form ACP-95 and RF-16 to the committee handling the case.



If persons interested in the crops on tracts of land located and listed in different States seek to combine such tracts by completing Form ACP-95, the procedure contained herein for combining tracts that are located in different counties will be applicable, except that such cases must first be referred to the respective State committees. In each of such instances, the county committees should determine whether it is appropriate to make the desired combination and submit the details of the case to the State committees before Form ACP-95 is approved.

Tracts of land which might be combined and regarded as one farm, upon the request of all the persons having an interest in such tracts, shall in the absence of such request be regarded as separate farms. Any part of a tract of land which is operated by a field renter must be included in the farm in which the tract of which it is a part is included.

#### SECTION I.-- Form ACP-95

A. Preparation of Form ACP-95 -- A sufficient number of copies of form ACP-95 shall be prepared to permit the distribution shown in (c) below. Entries shall be made as follows:

1. Enter the State and county code and the farm number of the combined farm in the upper right-hand corner. This combined farm number will be obtained from RF-16 when such form is completed as a record of the combination.
2. Enter the figures "1940" under the title of the form in the space provided therefor.
3. Landlords, tenants, and sharecroppers, (including the operator of a field-rented tract) having an interest in the soil-depleting crops on the farm shall affix their signatures in Section II, column (b) of Form ACP-95, if percentages have been agreed upon and entered in Section II, column (c) of ACP-95. If such percentages have not been agreed upon and entered in column (c), only those persons having an interest in the farm as landlord or tenant must sign ACP-95.
4. Enter in Section II, column (a), opposite the signature of each person who has signed in column (b), the farm number of each tract in which such person has an interest.
5. Enter in Section II, column (c), opposite the signature of each person, the percentage share agreed upon for such person with respect to all soil-depleting crops on the farm. If no per-



centage shares are agreed upon, enter in column (c) the words "no percentage shares agreed upon."

6. Make no entries in Section II, columns (d) and (e).

B. County Committee Approval of Form ACP-95 -- When Form ACP-95 has been properly signed by all landlords and tenants of the farm, the form shall be carefully reviewed to determine that it has been properly prepared and that the sum of the percentage shares, if such shares have been entered in Sec. II, column (c), equals 100.0. Form ACP-95, shall be approved by the county committee and a member shall sign and enter the date in Sec. III.

C. Distribution of Form ACP-95 -- A sufficient number of copies of each approved Form ACP-95 should be made to permit (1) retention of the original copy in the county office, (2) the operator to have a copy, and (3) distribution of copies to all other persons interested in the crops on the combined farm if copies are desired by such persons.

#### SECTION II.-- Record Form 16

A. Preparation of RF-16 -- RF-16, Record of ACP-95 Combination, shall be used to record each combination made on Form ACP-95. Copies of RF-16 shall be used instead of the combination listing sheet heretofore used as a record of combined farms.

For each Form ACP-95 combination, a sufficient number of copies of RF-16 shall be prepared to permit the distribution shown in (C) below. All data on RF-16 shall be typed as follows:

1. Enter the State and county code numbers, the name of the county, the program year, and the combination farm number in the spaces provided therefor. The combination farm number to be used in the 1940 Farm Program shall be the same as that assigned to RF-16. The first set of RF-16 shall be numbered C-1 and subsequent sets shall be numbered consecutively for the county.
2. For each tract in the combination, enter the appropriate data on a single line in the table. These data shall be obtained from the regular listing sheets. For special allotments and yields other than corn, the name of the crop shall be entered in the headings of the columns provided therefor.
3. Enter the data for the combined farm in the line labeled "Combined Farm." The farm acreage, cropland acreage, and each allotment acreage for the combined farm shall be the total of the respective entries shown for the individual tracts.



The productivity index shall be computed as follows:

- (a) Multiply the total soil-depleting allotment for each tract by the respective productivity index.
- (b) Obtain the sum of the products computed in (a).
- (c) Divide the sum obtained in (b) by the total soil-depleting allotment for the combined farm. The result is the productivity index for the combined farm.

To determine a special crop yield for the combined farm, use steps (a), (b), and (c) by substituting the respective special allotments and yields for the individual tracts in lieu of the total soil-depleting allotments and productivity indexes.

- 4. The clerical assistant who prepared the form shall enter his initials in the spaces provided therefor on all copies. A member of the county committee shall sign and enter the date in the spaces provided therefor, on all copies. The original and all but one copy of RF-16 shall be forwarded to the State office.

In each instance in which tracts of land which are listed in different county offices are combined on Forms ACP-95 and RF-16, the full identity of tracts listed in other counties should be given on RF-16. For each of such tracts the entry in the first column of RF-16 should show the name of the county in which such tract is located.

B. State Committee Approval of RF-16 -- The entries and computations on RF-16 will be checked in the State office. Any corrections may be made immediately below the combined farm listing. All copies shall be dated and signed with the facsimile signature of the chairman of the State committee. The original shall be kept in the State office and the remaining approved copies shall be returned to the county office.

If Forms ACP-95 and RF-16 have been used to combine tracts of land located and listed in different counties, the State committee shall, upon approval of such combination, notify the county committees who are interested in the combination but who are not handling the combination that the tracts are to be considered as one farm in 1940 and are to be identified in accordance with the following.

C. County Office Distribution of RF-16.-- Upon receipt of approved copies from the State office, the file copy should be checked and corrected if any errors have been discovered in the respective copies in the State office. In addition to this copy and the original, which remains in the



State office, a sufficient number of approved copies should be available in order that one State committee approved copy may be attached to each of the following that is applicable to the combined farm.

1. ACP Farm Computation Sheet.
2. Application for Corn Parity Payment.
3. Application for Wheat Parity Payment.
4. Application for Cotton Parity Payment.

SECTION III.-- Listing Sheet Identity  
of the Combined Farm.

In no event will a farm be relisted or combined with another farm on the 1940 listing sheets because of the completion of Forms ACP-95 and RF-16. As evidence that certain tracts have been combined as one farm for the 1940 Program, the combination farm number assigned on RF-16 (C-1, C-2, etc.) shall be entered on each set of listing sheets upon which the respective separate tracts are listed after the RF-16 has been approved in the State office and returned to the county office. The appropriate combination farm number should be entered immediately to the left of the 1940 farm number of each of the separate tracts combined on the respective RF-16 in each of the places in which such tracts are listed for 1940.

When the county committee is notified by the State committee that a certain tract is combined with another tract in an adjoining county in which such combination will be handled, the name of the county in which such combination is handled will be entered, in addition to the combination farm number, immediately to the left of the 1940 farm number in each place that such tract is listed on the 1940 listing sheets.